

1. Call to Order

Trustee Wishau called the meeting to order at 4:00 p.m.

Committee Members: President Dobbs, Trustee Weatherston, and Trustee Wishau. Trustee Martin and Trustee Stillman were also present.

Absent: None.

Department Managers: Finance Director Wayne Krueger, Fire Chief Jeff Henningfeld, HR Manager Michelle Tucker, and Administrator Kathy Kasper.

2. Approval of Minutes

Motion by President Dobbs to approve the minutes' dated May 16, 2022. Seconded by Trustee Weatherston. Motion carried unanimously.

3. Resolution 2022-55 - Resolution Authorizing The Village Of Caledonia To Modify The Budget For The Purchase Of An Utility Terrain Vehicle

Chief Henningfeld explained the history of the UTV purchase, and there is a remaining balance of about \$6,000. The remaining balance will be taken from the budgeted EVP devices that would now be funded and installed by the State.

Motion by President Dobbs to approve Resolution 2022-55 – Resolution Authorizing The Village Of Caledonia To Modify The Budget For The Purchase Of An Utility Terrain Vehicle and forward to the Village Board for final approval. Seconded by Trustee Weatherston. Motion carried unanimously.

4. Proposed 2023 Budget Schedule

The budget schedule follows the past year's scheduling. There were no objections to the timeline.

5. Status of Civic Systems purchase order module implementation

The system has been implemented. Krueger will wait until after the audit is complete to train staff on this system. This is anticipated to be done in August.

Trustee Wishau requested a written process be given to the Committee for review. This will work through what needs to be updated in the purchasing ordinance. This will target the use of purchase orders.

6. Purchasing Ordinance Review

This was addressed in the previous agenda item.

7. Database Of All Village "Computer" Assets Sources From OnTech (Software And Hardware)

Krueger handed out a preliminary list that was pulled from OnTech. This list only included active hardware, and we are still waiting on the inactive list. The list is anticipated to be received in August.

8. Status Of Fixed Asset Database

Previously these were maintained in QuickBooks. The Village has managed this database in an excel spreadsheet. This data has been updated with 2021 assets, which will be put in civic systems

This will be completed after the audit.

9. Fixed Asset Disposal Policy / Sample Capital Asset Policy

Requested that department heads understood the disposal of fixed assets policy and wanted to ensure that it was done correctly. Kasper and Krueger assured the Committee that the policy was being followed. Krueger explained his goal of combining the fixed asset disposal policy into a capital asset policy.

10. Adjournment

Motion by Trustee Weatherston to adjourn. Seconded by President Dobbs. Motion carried unanimously.

Meeting adjourned at 4:22 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk